11 March 1965

MEMORANDUM FOR: Chief, RID

SUBJECT: ·   RID Presentation in CS Name Check
                                Course No. 1

1. You will recall my mentioning to you several days ago that the presentation by ███████████████████████ 25X1A9a in "The Name Check Cycle-RID Mechanics" in the recent CS Name Check Course No. 1 was a superb performance. I thought you might be interested in student response to and critique of this presentation and, hence, have assembled such in this memorandum for your information.
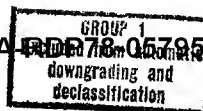
2. Incidentally, my personal reaction to the RID presentation is seconded by the OTR course administrator, 25X1A9a ███████████████ Both of us have heard presentations in the past by ████████████████ on the same or 25X1A9a related topics in numerous courses, and this particular presentation was certainly outstanding. They presented exactly what was pertinent to the knowledge of a name checker in regard to RID services. No time was devoted to internal RID mechanics, since this is not essential to what a name checker needs to know to utilize the services and facilities afforded by RID. It was obvious to me that they had done a lot of careful home work.

3. I understand that in preparing for this presentation, and I know that they spent many serious and conscientious hours on 25X1A9a this task, ███████████████ uncovered and corrected numerous loose practices in some of the RID components. For one thing, the problem of the many different types of stamps used by RID/IN and RID/FI on the Form 362 index card reproductions was reviewed. The stamps have now been standardized. Various abbreviations and symbols used by RID/IN (such as NPII, NIFY, DBNC, etc.) have been standardized and, in some instances, clarified so as to have

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downgrading and
declassification

meaning to the requester. I understand that the RID/IN procedural instructions for the guidance of the RID/IN clerks was reviewed and revised. These were some of the useful and commendable by-products resulting from the preparation by these two officers for their presentation. The preparation of handouts for name tracer use on abbreviated comments and symbols appearing on Form 362 index card reproductions was an excellent idea and most useful to name tracers.

4. Herewith are comments made by students in the course in regard to the RID presentation:

a. "Excellent delivery and content. This should be expanded to a full day with a look at both the files and the main index."

b. "CS Records System lecture did not provide any additional information that was not or could not have been discussed during RID's lecture which was so efficiently presented by ████████ 25X1A9a
25X1A9a ████████ If I were asked which of the lectures I needed and enjoyed most I certainly would have to say that ████████████ did an 25X1A9a excellent job and really was the most useful of all."

25X1A9a c. "..████████████ whose lectures I believe gave us the best insight into the tracing cycle."

d. "This presentation was very useful, informative and effective for the most part. There are a few changes that could be made. One, the handouts could be given out before they are explained so that notes and explanations could be written on them. Secondly, more time should be spent on the marking of cards, bringing them up to date and the purging of cards. This is an important part of the name tracer's work and therefore should be stressed and explained further."

e. "In the presentation of the RID Mechanics lecture, since the class has been provided with excellent handouts, it seems unnecessary to spend a great deal of time explaining each facet of these. Run over that portion hurriedly."

f. "Too much in-group jargon---this is near the heart of the name tracer's problems. Unless he learns to 'talk to the system' using its language, he can't communicate at all. If you **must** talk about this (and I think it's counter productive), at least talk in terms of **function** in ordinary English, without using the special language of form numbers or nicknames or initials of Agency components.... Most of this long harangue was covered by the handouts---both unnecessary and an imposition to go over those details bit by bit. Pass out the paper and forget it." (My personal comment: This student's critique of the course was by and large completely negative and was the only such critique submitted. This student appeared to me to be either sour at having to attend the course or sour at the existence of such a course.)

5. A surprising number of students suggested that a brief tour of RID (particularly of INDEX and FILES) follow this presentation. The CS Name Check Course Working Group will, of course, consider this and other suggestions made by the students for possible inclusion in future course runnings.

6. We look forward to continued participation by ███████ 25X1A9a

25X1A9a ███████████ in the CS Name Check Course.

████████████ 25X1A9a

CI/RMO